



Penn Brook School Building Committee Meeting Notes

November 13, 2012 - 7:00 PM

Town Hall – 3rd Floor Meeting Room

DRAFT

Committee:

<u>Voting Member</u>	<u>Representing</u>	<u>Present</u>
Ellie Sinkewicz	Building Committee Co-Chair	X
Michelle Smith	Building Committee Co-Chair	X
Alan Aulson Jr.	Citizen	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	X
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	
Jeff Wade	Citizen	X
Nasrene Phaneuf	Finance Committee Designee	
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	
Joan Liporto	Finance and Operations Director	X

1. **Public Comment:** - NONE

2. **Approval of minutes:** -

October 3rd minutes were reviewed and no required adjustments were noted. Motion made by Dave, seconded by Ellie. All present voted approval.

We did not have a quorum for our October 23rd meeting, therefore, we did not vote on any minutes. (Meeting notes were taken and are available)

3. **Approval of Invoices:** -

The following invoice was presented for approval:

Nitsch Engineering	\$1650.00
DRA (September)	\$8500.00
Total:	\$10,150.00

Motion was made by Ellie, seconded by George. All present voted approval.

4. **Correspondence:** -NONE

5. **Old Business:** -NONE

6. **New Business:** -

- Discussion on school and how the town will review funding the project –either fully fund or borrow/bond as project proceeds. The Selectmen will meet and discuss best options
- Municipal will updated the project cash flow as contracts are signed and breakdown of costs are identified
- Mike mentioned that we may need to re-bid for the feasibility study at the M/HS because it may be considered separate project. Mike is working with our legal as well as MSBA. We are hoping to have more information by tomorrow, November 14th
- Question was brought up regarding SBC and if another SBC would be required for the M/HS project. Thought was that we were not appointed as the Penn Brook School Building Committee, but rather the School Building Committee. Therefore, we could cover all school buildings. The Selectmen will meet and determine if we can serve for the M/HS project
- MSBA will require a principal from the M/HS to be part of the SBC
- The FEMA grant application deadline is December 3rd. Engineers are working on it now and will re-submit for consideration
- The School Building Committee will continue to meet every other week until the completion of the design/development stage. Next meeting date is still tbd
- Establishing sub-committees was discussed and will be reviewed at the next meeting
- The School Building Committee verified that the project will be constructed on a “Design-Bid-Build” basis which is the conventional “lump sum” contract form
- DRA Update
 - Design and Development is the next phase. Submission date for the MSBA is February 26th
 - Early Site Package will be reviewed by DRA and MBC and a recommendation will be made to the committee

- DRA has reviewed the preliminary schedule and target is to commence construction in early fall of 2013
- DRA will schedule and meet with the Georgetown Planning Board and Conservation Commission, along with meetings with each board's inspectors
- DRA will forward their amendment to their architectural contract within the next week
- Municipal Update
 - Municipal's October report was reviewed
 - Municipal delivered the executed amendment to the OPM contract for approval
 - Municipal informed us that the town needs to get the following back to MSBA: executed PFA, town meeting results, vote results and any other information required by the MSBA
 - Municipal noted that MSBA has selected the projects commissioning agent, and that will be paid for by the MSBA
 - MBC will be meeting on November 15th with DRA's consultants for a "kick-off" and scheduling meeting

7. **Next Meetings:**

- The scheduled upcoming building committee meetings is tbd

8. **Motion to adjourn:**

- Motion to adjourn by Jeff, seconded by Michelle. All present voted approval.